

Infotrac Tips

Keyword Searches

In **Keyword Searches**, you may **choose** to search for words in the title, citation, or abstract **OR** in the entire article content, if there is full text available. The latter can be useful for hard-to-find terms.

Relevance Search

This keyword search uses a combination of formulas to determine which retrieved articles might be most pertinent to the topic and ranks them accordingly. No matter how many articles have been found, it will always say “out of 200” because 200 is the maximum number it can rank.

Using Phrases for Searches

If you enclose a phrase in quotation marks, the search engine will look for those words as a phrase instead of as individual, separated words.

Limiting Search by Article Type

Annotations denoting article type are often included in the **citations** and can be searched by **keyword**. Examples: **biography**, **book review**, **cover story**, **critical essay**, **obituary**, **statistical data**, **column**, **evaluation**, **company profile**, etc. Therefore the **Keyword Search** for “Hamlet critical essay” will return only critical essays on Hamlet. Be sure to use the **singular** annotation term in the search box.

In **Advanced Search**, the same results will occur by entering the topic and the annotation term in the keyword search fields.

Searching Citation vs. Searching article Text

On the **Keyword** or **Relevance** search screen, you have a choice of searching the title, abstract & citation or the article text. The default in Keyword is title, etc. The default in relevance is article text. If you are using limiters like Review or Statistical, be aware that these annotations are with the **citations**.

- search for review of film *Lord of the Rings* by using keywords “Lord of the Rings” review - **FINDING GOD IN THE LORD OF THE RINGS.** (Review)
Publishers Weekly Oct 1, 2001 v248 i40 p56 (240 words)
- relevance search for **homeless statistics** - **DOWN AND OUT IN THE `BURBS.** (suburban homeless) *Business Week* Dec 27, 1999 i3661 p32e2
92% homeless, statistics, homelessness (1164 words)

Search Limiting by Specific Journal

You can choose to limit your search to a specific journal, or to a specific issue in that journal. Hit the **Browse** button next to the line “the following journals” on the search screen. On the left, click on the letter that begins the journal title, then browse until you find the journal(s) you want. Click on the box next to the title to select it. Look on the left for the selection **Submit Selections** and click on this. You will be returned to the **search** screen.

If you want to look at all the articles in a specific issue, put the specific date in the limiting boxes, but type in **no** Subject. The Search will return a list of all the articles indexed in that issue.

Clear Form Button

When you begin a new search, click on the **Clear Form** button to take away any pre-selections, including selected journals and other limiters you had selected. Your results will still appear in the **Search History** section below the search boxes.

Search History

The results of each search in a session using a single database are given a number and are listed by this number with the search terms in the **Search History Box**. You can combine previous searches using these numbers to further limit or expand your results, or you can use the number and add terms to limit the results further.

See Also Links

At the bottom of each article retrieved is usually a linked list of related articles. In addition, the last entry of this list will take you to other articles from that same journal issue. This is especially useful if an issue is devoted to or focusing on a particular topic.

Emailing Results

When an article is emailed, it goes in text format only. This means **NO** pictures or graphics are emailed. They may be printed or copied or saved, but they cannot be sent via email from Infotrac.